



Date: August 23, 2021  
To: All City Personnel  
From: Laura Snideman, City Manager  
Subject: COVID-19 Vaccination Requirement

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Clinical trials, scientific research and safety monitoring have demonstrated that the COVID-19 vaccines are safe and are the most effective method of preventing people from getting and spreading the virus that causes COVID-19 and from getting seriously ill, ending up hospitalized, or dying, even if they get COVID-19.

**Effective today, the following policy is adopted:** to protect City personnel, the community members with whom City personnel interact, and all Richmond residents, the City will require all City personnel to be fully vaccinated<sup>1</sup> subject to the limited exceptions below. City department directors or designee(s) are responsible for ensuring that their employees, interns, volunteers, and any contractors who regularly work onsite for their department, comply with this policy. Further, non-City personnel who enter City premises must comply with State of California or Contra Costa County COVID-19 health policies, whichever is more restrictive, regarding vaccinations, social distancing, social gathering, mask wearing and other requirements as may be issued by either the State or the County.

This policy is issued as an emergency measure based on the strong recommendation of the [Contra Costa County Health Officer](#) that employers adopt such policies immediately and based on the significant rise of COVID-19 cases and hospitalizations among the unvaccinated due to the Delta variant.

The COVID-19 vaccine is readily available, with information available [here](#). City employees may take paid time off to obtain the COVID-19 vaccinations, consistent with information previously provided to employees.

A. Definitions

- *City personnel*, for purposes of this policy and related requirements, includes: (1) City employees, interns and volunteers (including members of boards and commissions); and (2) City contractors who regularly perform services for the City onsite and interact with other individuals in person as part of their services for the City. City contractors includes, for example, personnel who train City employees, perform security services and others who consistent work within a City facility but would not include, for example, a third-party that a department retains on occasion to pick up or deliver a package or documents.
- *COVID-19 vaccine* means a vaccine authorized to prevent COVID-19 by the federal Food and Drug Administration, including by way of an emergency use authorization.

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<sup>1</sup> The definition of “fully vaccinated” may change over time as the federal Food and Drug Administration (FDA), through the FDA approval process (including emergency approved use) regulates COVID-19 vaccinations, including any recommended or required “booster” shots.

- *Fully vaccinated* means (1) it has been at least two weeks since a person has completed the entire recommended series of a COVID-19 vaccine, and (2) the person has provided proof of vaccination in a form consistent with the requirements of vaccine status in the [State of California's July 26, 2021 Public Health Officer Order](#) or as may be amended or supplemented.
- *Partially vaccinated* means (1) a person has not received all of the doses of the recommended series of a COVID-19 vaccine or (2) has not been at least two weeks since the person received the last of the recommended dose(s).

#### B. Required Vaccinations

- **By September 7, 2021** (*15 days from issuance of policy*) **all City personnel must be partially or fully vaccinated and provide proof of vaccination** or must submit a request for exemption<sup>2</sup>
- **By October 18, 2021** (*8 weeks from issuance of policy*) **all City personnel must be fully vaccinated and provide proof of vaccination** or must have submitted a request for exemption.
- **Effective October 18, 2021** (*8 weeks from issuance of policy*) **all newly hired City employees and any new interns, volunteers and/or contractors must be fully vaccinated and provide proof of vaccination** or must have submitted a request for exemption.

**Proof of vaccination is to be sent to Human Resources Department/Risk Management and can be emailed to [RiskManagement@ci.richmond.ca.us](mailto:RiskManagement@ci.richmond.ca.us).**

Requests for exemption must be submitted per **Section C**, below. If a person's request for exemption is not approved, the individual must be partially or fully vaccinated within fifteen (15) days and fully vaccinated with eight (8) weeks of when they were notified that the request was not approved.

#### C. Limited Exemptions to Vaccination Requirements

- *Limited exemptions* – City employees may request a reasonable accommodation to the vaccination requirement if they:
  - Have a contraindication recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccine's manufacturer to every approved COVID-19 vaccine. A contraindication means a condition that makes vaccination inadvisable; or
  - Have a disability and a requesting an exception as a reasonable accommodation; or

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<sup>2</sup> If a person will not work for an extended period due to a leave of absence (such as FMLA/CFRA leave, pregnancy disability leave, workers' compensation absence or approved extended absence), the employee may contact Risk Management to request a deferral of the vaccination requirements until the employee returns to work. But the employee must be fully vaccinated or have submitted a request for exemption by the date the employee returns to work.

- Object to COVID-19 vaccination based on a sincerely held religious belief, practice or observance.
- *How to request an exemption* – to seek a reasonable accommodation from the vaccination requirements of this policy, City employees should:
  - Contact Risk Management to obtain a copy of the appropriate form. The available forms are:
    - Medical Exemption and/or Disability Accommodation Request Form
    - Religious Accommodation Request Form
  - Complete and submit the applicable form(s) to the Human Resources Department’s Risk Management unit at [RiskManagement@ci.richmond.ca.us](mailto:RiskManagement@ci.richmond.ca.us).

If an accommodation is granted, then Risk Management will notify the employee and the employee’s department of the approval and the associated expiration date. Risk Management will notify the employee and the employee’s department if an accommodation request is denied.

#### D. Proof of Vaccination

1. *Form* – the employee, intern, volunteer or contractor must provide a copy of the CDC’s COVID-19 Vaccination Record Card documenting the date(s) the individual received the vaccination dose(s).
2. *Submit to* – the employee, intern, volunteer or contractor is to submit the Form to the individual’s department director or designee.

#### E. Time-Limited Policy

This policy ends the earlier of December 31, 2022, or the public health emergency and certain health risks are no longer present.

Your timely attention to ensure compliance with these requirements is essential to the City’s efforts to control the spread of COVID-19 and to comply with public health recommendations. Employees, interns, volunteers and contractors may direct any questions to the department director or designee(s). If a department has any questions or concerns about these requirements, it may contact the Risk Manager.